



City of Takoma Park Maryland
LANDLORD CERTIFICATION EXAM

The Takoma Park Landlord Certification program, required by City Code, is designed to provide landlords and their agents with a working knowledge of the laws governing the management, operation, maintenance, and sale of rental housing property in Takoma Park. The certificate must be obtained BEFORE a new rental housing license can be issued or an existing rental housing license renewed. It may be held by either the property owner or their agent and must be renewed every three (3) years.

There are two ways to obtain the required certification - participation in a 90 minute seminar or the successful completion of the following open book exam. The exam, which is based on the City Code, consists of multiple choice and true false questions covering a wide range of topics including, licensing requirements, property maintenance code, landlord tenant relations ordinance, rent stabilization, the Commission on Landlord Tenant Affairs (COLTA), and the first opportunity to purchase ordinance. To obtain the required certification, 90% of the questions - 54 of the 60 questions - must be answered correctly. The exam may be taken up to two times during any one month period.

Completed tests should be returned to the:

City of Takoma Park, Maryland
Housing and Community Development Department
ATTN: Code Enforcement Division
7500 Maple Avenue
Takoma Park, MD 20912

For more information on the City of Takoma Park's ordinances, please contact the Housing and Community Development Department's Code Enforcement Division at 301.891.7255.

Chapter 6.04: General Provisions and Definitions

Please circle the correct answer.

1. The following is not considered a rental facility, subject to Takoma Park law, even if the owner collects rent from the residents.
 - A. Apartment Building
 - B. Owner-occupied Group Home
 - C. Single Family Home
 - D. Accessory Apartment
2. The membership of a tenant's association must represent a minimum of ____ of the occupied units in the rental facility.
 - A. 1/4
 - B. 1/3
 - C. 1/2

Chapter 6.08: Rental Housing Licenses and Commercial Occupancy Licenses

Please circle the correct answer.

3. Rental housing licenses may be valid for a period of ____.
 - A. 6 months
 - B. 1 year
 - C. 2 years
 - D. All of the above
4. A rental housing license will not be issued if the owner does not ____.
 - A. complete and submit an application form
 - B. correct identified property maintenance violations
 - C. pay the required license fees
 - D. obtain a valid Landlord Certification
 - E. all of the above
5. It is unlawful to rent a vacant apartment if the rental license has not been issued or has been revoked or suspended by the City.
 - A. True
 - B. False
6. The City and its agent, Montgomery County, have the right to inspect a rental property for licensing purposes.
 - A. True
 - B. False

Chapter 6.12: Property Maintenance Code

Please circle the correct answer.

7. It is illegal to park a car, truck or other vehicle on the yard.
A. True B. False
8. All vehicles parked or stored on private property must be operable and properly licensed.
A. True B. False
9. Address numbers (4" high with a minimum stroke width of ½") are required on all buildings and must be visible from the street.
A. True B. False
10. All grass and weeds must be maintained at a height of less than ____ inches.
A. 10" B. 8" C. 12"
11. The interior surfaces of all individual rental units must be repainted ____.
A. every year B. at least once every 5 years C. every 2 years
12. All tenants must have an unobstructed means of escape (egress) from their rental unit in the event of fire.
A. True B. False
13. All rental units must have properly installed and working smoke detectors.
A. True B. False
14. Rental facilities - buildings and the grounds - must be maintained in a rat-proof and reasonably insect-proof condition.
A. True B. False
15. The ceiling height of not less than one half of the floor area of a habitable room must be a minimum of ____ feet.
A. 6' B. 6.5' C. 7' D. None of the above
16. All trash containers and dumpsters must be covered with tight fitting lids at all times.
A. True B. False

17. The heat in a dwelling unit is required to be turned on ____.
- A. between Oct 15 and April 30
 - B. when the temperature in a habitable room drops below 68F at 3' above floor level
 - C. when the temperature outside drops below 68 degrees
 - D. between Oct 15 and April 15
18. Double keyed dead bolt locks - locks which require the use of a key to unlock an egress door from inside the rental unit - are not permitted in rental facilities.
- A. True
 - B. False

Chapter 6.16: Landlord-Tenant Relations

Please circle the correct answer.

19. If any portion of a security deposit is withheld after a tenant moves out, a landlord has to send a written list of the damages and a statement of the actual costs incurred to the tenant within ____ after the termination of the tenancy.
- A. 15 days
 - B. 30 days
 - C. 45 days
 - D. 90 days
20. If a landlord wants to obtain access to inspect a rental unit for licensing purposes, he or she must give the tenant a ____ written notification of their intent to enter the unit.
- A. 24 hour
 - B. 48 hour
 - C. 72 hour
 - D. No notice is required
21. If a landlord decides to give a tenant written notice to vacate after numerous warnings for excessive noise (a for cause notice), the tenant has ____ to either correct the situation or to vacate the premises.
- A. 15 days
 - B. 1 month
 - C. 2 months
 - D. None of the above
22. New fees may not be charged for items and services that were previously included in the rent.
- A. True
 - B. False
23. If tenant changes the lock to their apartment, they are required by law to give a copy of the key to the landlord.
- A. True
 - B. False
24. Tenants are presumed to have an additional one year lease after the expiration of their initial lease unless they have been notified in writing by the landlord two months prior to the end of the lease term that the lease is being renewed on a month-to-month basis or is being terminated.
- A. True
 - B. False

25. Individual rental units do not have to be re-keyed if the former tenant has turned in all of his or her keys to the apartment.

- A. True B. False

26. A landlord may enter a unit without giving prior written notice to the tenant ____.

- A. in case of an emergency
B. to inspect the unit
C. at any time
D. under no circumstance

27. A tenant must provide, prior to the rent due date, written notice to the landlord advising of their intent to vacate their rental unit prior to the end of their lease term. A minimum of ____ written notice must be given.

- A. 15 day B. one month C. two months D. 90 day

28. The landlord can require a tenant to provide a two month written notice to vacate if the tenant does not intend to renew the lease.

- A. True B. False

29. The landlord is responsible for informing their tenants when the rental property is subject to the requirements of the City's rent stabilization ordinance.

- A. True B. False

30. A landlord may refuse to renew a tenant's lease if ____.

- A. the rental facility is for sale and is likely to be sold within the next 12 months
B. the tenant has complained about the condition of the apartment one too many times
C. another tenant is willing to lease the unit for a higher rent
D. all of the above

31. A late fee equal to ____ of the rent due can be charged if a tenant fails to pay their rent within ten days of the due date and a provision for the fee is included in the tenant's lease.

- A. 5% B. 7% C. 10% D. Late fees are prohibited

32. When returning a security deposit to a former tenant who resided in the apartment from January 2008 to January 2009, the landlord must include simple interest accrued at a rate of ____ per annum.

- A. 1% B. 2% C. 3% D. 4%

33. Responsibility for payment of utilities may be transferred from the landlord to the tenant after individual meters have been installed if the tenant's rent is ____.
- A. reduced to reflect actual utility costs for the unit
 - B. reduced to reflect the cost of the average monthly utility consumption for the unit for the previous 24 months prior to the conversion
 - C. not changed if the rent is below market rate
34. If a landlord, agent, or maintenance staff enters a rental unit when the tenant is not present, they are required to leave a "Report of Entry."
- A. True
 - B. False
35. Lock boxes are permitted, providing access to an occupied apartment or condo, when ____.
- A. the current tenant has given notice to vacate
 - B. the property has been listed and is for sale
 - C. both A and B
 - D. never - lock boxes are not permitted on occupied rental units

Chapter 6.20: Rent Stabilization

Please circle the correct answer.

36. The rents charged for single family homes and accessory apartments can be increased above the limits established under the City's rent stabilization ordinance.
- A. True
 - B. False
37. The rents charged for individual condominium units cannot be increased above the annual rent increase allowance unless an exemption has been requested by the landlord and approved, in writing, by the City.
- A. True
 - B. False
38. The rent on a vacant unit in a four-unit building may be increased to any amount the market will bear at the time the unit is leased to a new tenant.
- A. True
 - B. False
39. The annual rent stabilization allowance is equal to ____ of the Consumer Price Index.
- A. 100%
 - B. 80%
 - C. 60%
 - D. 40%
40. Regardless of the type of rental unit he or she may own, the landlord cannot increase the rent of a current tenant more than once in any given 12-month period.
- A. True
 - B. False

41. Rent stabilization reports are due, on an annual basis, no later than the following date.
- A. July 1 B. September 30 C. November 4 D. December 31
42. The only time a “banked” rent can be charged to a new tenant is when the previous tenant vacated the unit voluntarily or they were given a one month notice to vacate for cause.
- A. True B. False
43. A Fair Return Rent Increase is intended to protect tenants from unwarranted rent increases, while allowing rent levels which provide landlords with a fair return.
- A. True B. False
44. When evaluating a Fair Return Rent Increase Petition, the following is considered when determining what, if any, rent increase may be approved.
- A. Operating income and expenses
B. Amortized cost of capital improvements
C. Mortgage expenses
D. A and B above
E. All of the above

Chapter 6.24: Commission on Landlord-Tenant Affairs (COLTA)

Please circle the correct answer.

45. The Commission on Landlord Tenant Affairs (COLTA) is authorized to conduct hearings on complaints filed by ____.
- A. tenants B. landlords and tenants C. Tenant Associations D. B and C
46. Landlord representatives appointed to serve on COLTA must own or manage a rental housing facility licensed by the City but are not required to live in Takoma Park.
- A. True B. False
47. The Commission can, following the completion of a hearing, ____.
- A. require a landlord to pay for temporarily housing a displaced tenant
B. terminate a lease and authorize a landlord to repossess a rental unit
C. order the landlord to reimburse the tenant for illegally charged rents or fees
D. all of the above
E. none of the above, COLTA serves in an advisory role only

Chapter 6.28: Sale of Rental Facilities; Disclosure and Inspection Requirements

Please circle the correct answer.

48. A Contract for Sale may be rescinded if the purchaser was not provided copies of the rental inspection reports and annual rent reports for the previous two years and official notice of the City's housing laws.
- A. True B. False
49. A Point of Sale Inspection is required if the rental property has not been inspected within ____ of the pending sale if the property is on an annual inspection cycle.
- A. 6 months B. 12 months C. 18 months D. 24 months
50. A new owner must apply for the transfer of a rental housing license within ____ of the purchase of the rental facility.
- A. 15 days B. 30 days C. 45 days D. 60 days

Chapter 6.32: Tenant Opportunity to Purchase

Please circle the correct answer.

51. The Tenant Opportunity to Purchase ordinance applies to the sale of single family houses, condominium units and multi-unit apartment buildings. It does not apply to the sale of accessory apartments.
- A. True B. False
52. The Tenant Opportunity to Purchase ordinance does not apply to sales to ____.
- A. a family member
B. a local governmental entity such as the City of Takoma Park
C. owner occupied residences
D. individuals in accordance with a court order
E. all of the above
53. Under the Tenant Opportunity to Purchase ordinance, the owner must give the tenants an opportunity to purchase the property for the same price and with the same terms as a third party.
- A. True B. False
54. A tenant or tenant association does not have the right to purchase their rental facility if the landlord has already entered into a contract with a third party for its purchase.
- A. True B. False

55. To receive protection under the Tenant Opportunity to Purchase law, tenants in buildings with seven or more units can respond to an owner's offer of sale only through a registered tenant association.

- A. True B. False

Chapter 6.36: Unsafe Buildings; Public Nuisance Abatement

Please circle the correct answer.

56. The City has the authority once a property has been declared unsafe or a public nuisance to require the owner to ____.

- A. demolish the unsafe building
- B. vacate the premises and relocate the displaced tenants
- C. repair the identified hazards
- D. all of the above
- E. none of the above

57. The owner of a building declared to be unsafe or a public nuisance is financially responsible for any costs incurred by the City to remedy the conditions causing the building or property to be declared unsafe.

- A. True B. False

Chapter 6.40: Violations and Enforcement

Please circle the correct answer.

58. Operating a rental facility without a valid rental housing license can result in a ____ municipal infraction violation and a \$1,000 fine.

- A. Class C
- B. Class A
- C. Class AA

59. Charging or attempting to charge an illegal rent or fee or failing to submit the required rent reports can result in a ____ municipal infraction violation and a \$500 fine.

- A. Class C
- B. Class A
- C. Class AA

60. A violation of the property maintenance code can result in a ____ municipal infraction violation and a \$200 fine.

- A. Class C
- B. Class A
- C. Class AA

CONTACT INFORMATION

The following information must be provided by the individual completing this exam.

Name (Please Print): _____

Signature: _____

Mailing Address: _____

Phone (Days): _____ Cell Phone: _____

Email Address: _____

Please check one response: _____ I own the following rental properties
_____ I manage the following rental properties
_____ I do not currently own rental property in Takoma Park

Rental Property Address(es):

_____	No. Units_____
_____	No. Units_____
_____	No. Units_____
_____	No. Units_____
_____	No. Units_____
_____	No. Units_____
_____	No. Units_____

For HCD Use Only:

Date Exam Received: _____ Reviewer: _____

Test Questions: _____ Correct Answers: ____ Required for Certification: 54

Results of Exam: Passed ____ / Failed ____

Test Revised: April 12, 2011